|  |  |
| --- | --- |
| 1. Log into PowerSchool Portal 2. Launch Gradebook 3. Click Settings from the Charms Bar 4. Select Traditional Grade Calculations |  |
| 1. Select the Editing Pencil for S1. 2. In the box that pops up, enter the following values   N1 40  N2 40  E1 20 |  |
| 1. Save and Close the S1 Reporting Term Box. 2. Select Editing Pencil for S2. 3. In the box that pops up, enter the following values   N3 35  N4 35  G2 15  E2 15    Use the + Sign to add additional rows. |  |